



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
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NGB-J1-TNS

23 January 2006

MEMORANDUM FOR HUMAN RESOURCES OFFICERS OF ALL STATES, THE  
COMMONWEALTH OF PUERTO RICO, THE U.S. VIRGIN ISLANDS, AND THE  
DISTRICT OF COLUMBIA

SUBJECT: Student Educational Employment Program (SEEP) (TN-06-04)

1. This memorandum provides guidance on the provisions and use of the Student Employment Program.

2. 5 CFR 213.3202 provides the guidance to agencies on the use of SEEP under the authority of 5 USC 41 which codifies the provisions of the Government Employees Training Act (GETA), and makes this management tool available for increasing efficiency and effectiveness in Government. Under SEEP, there are two separate student employment programs available for use. The SEEP provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school. The Student Educational Employment Program established December 16, 1994 streamlined and consolidated four programs replacing the old Federal Student Employment Program.

3. This new, streamlined program is comprised of two components: the Student Temporary Employment Program (STEP), and the Student Career Experience Program (SCEP). Students are appointed under Schedule B, 5 CFR 213.3202. This is the appointment authority regardless of the type of academic program and is applicable to Non-dual status employees.

a. Student Temporary Employment Program. Provides maximum flexibility to both students and managers because the nature of the work is not related to the student's academic or career goals. The student is neither afforded non-competitive conversion upon completion of the program nor benefits. Once a student appointed to the Student Temporary Employment Program has completed the requirements for his/her degree/diploma/certificate (as appropriate), he/she is no longer a student, and must be separated, even if the NTE date on their current appointment has not been reached. The reason for the separation is they are no longer "students" and therefore, no longer meet the basic eligibility for the program. Executive Order 12015 does not apply to these graduates. If enrolled or accepted for enrollment in an additional educational program, they may be given a new appointment.

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Student Career Experience Program. Provides work experience directly related to the student's academic program and career goals. Students may be noncompetitively converted to term, career or career-conditional appointments following completion of their academic and work experience requirements. Students appointed to the Student Career Experience Program may continue on the appointment for 120 days beyond the date of completing their work and academic requirements. This 120 day period is permitted by Executive Order 12015. At the end of the 120-days if the graduate has not been converted to a position in the competitive service, he/she must be separated.

4. Candidates are exempt from the usual competitive examining procedures (**5 CFR 213.3201**) and students appointed under the Schedule B Student Educational Employment Program are also exempt from the rating and ranking requirements under the Excepted Service. (**5 CFR 302.101**) There are no OPM requirements for public notice. Agencies may establish procedures of their own. Students in the Student Temporary Employment Program, provided they have completed one year of current continuous service, are in tenure group 3; Students in the Student Career Experience Program are in tenure group 2. (**5 CFR 351.502**) Students appointed to positions subject to the General Schedule (GS) are classified as student trainees (099 series) for the appropriate occupational group. Students in both programs are eligible for promotion. However, the Nature of Action Code (NOAC) for students in the Student Temporary Employment Program is a conversion to a new appointment (at the higher grade level) while retaining the current NTE date. Even though the actual nature of action is a conversion to a new appointment, a GS employee is entitled to an increase in pay of at least two steps (about 6 percent) upon placement into a higher graded position without a break in service. A WG employee is entitled to an increase in pay of at least one step (about 4 percent).

5. Even in an era of downsizing, there is a continuing need to recruit and develop talented employees to support changing agency missions and ensure the Government can meet its professional, technical, and administrative needs, and achieve a quality and diverse workforce. The Student Educational Employment Program benefits both agencies and students. Agencies can discover first-hand the abilities of a potential employee.

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6. Should you have questions or require additional information regarding the Student Employment Program contact Yuko Meegan, NGB-J1-TNS at dsn 327-3155, commercial 703-607-3155, or [yuko.meegan@ngb.af.mil](mailto:yuko.meegan@ngb.af.mil).



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